

To: The Honorable Mayor and City Council

From: Derrick Corker, Manager of Parks & Recreation 

Date: August 25, 2015

RE: Request for Fee Waiver – Diaspo Cup

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### **BACKGROUND**

The City has received a formal request for use of North Miami Athletic Stadium and Showmobile for a combination soccer/concert event on November 1, 8, 15, 22 and 29, 2015. The promoter, Roland Jerome, has been hosting an event similar in scope to this one for the preceding six years. In the past, the City Council has waived the fee for this event.

The promoter has requested that the fee be waived in full for the following:

- North Miami Athletic Stadium - Special Event (8 am – midnight) \$2,000
- North Miami Showmobile (2 pm – midnight) \$1,240

When you deduct equipment charges and usage fees from the above expense, you are left with direct staff costs. Staff cost for the proposed event can be broken down as follows:

- North Miami Police staff (2 pm – midnight) \$1,800
- North Miami Showmobile staff (2 pm – midnight) \$ 800

City's hard costs for this event would be \$2,600

**In total, the City's cost for the Diaspo Cup 5-day event \$29,200**

### **Attachments**

Community Event Application  
Rental Fee Waiver Request Form  
Resolution # R-2012-133

## Diaspo Cup 2015

	Rental Rate	Showmobile	City Electricity	Police	
1-Nov	\$2,000	\$1,240	\$800	\$1,800	
8-Nov	\$2,000	\$1,240	\$800	\$1,800	
15-Nov	\$2,000	\$1,240	\$800	\$1,800	
22-Nov	\$2,000	\$1,240	\$800	\$1,800	
29-Nov	\$2,000	\$1,240	\$800	\$1,800	
Total	\$10,000	\$6,200	\$4,000	\$9,000	\$29,200



\*For office use only\*

☐ Permit issued:# \_\_\_\_\_

Staff initials \_\_\_\_\_

## COMMUNITY EVENT APPLICATION

Please return the completed application  
and detailed description of the event

on your organizations letterhead and site map to:  
NORTH MIAMI PARKS AND RECREATION DEPARTMENT  
12300 NE 8 AVENUE, NORTH MIAMI, FL 33161  
ATTN: SPECIAL EVENTS DIVISION

Please fill out this application completely.

Are you requesting a fee waiver for City facilities  
and services? ☒ Yes ☐ No

### Forms Required Checklist

1. ☐ Completed Application
2. ☐ Proof of Organization Identification-from the State of Florida
3. ☐ Detailed Description of Event (1 page)  
ON BUSINESS/ORGANIZATION LETTERHEAD.  *flyer from 2014 is avail + 2015 not avail*
4. ☐ Proof of Insurance or quote for special event insurance.
5. ☐ Layout map-must be computerized (not handwritten)
6. ☐ Tent Permit (required for any tents larger than 10 x 10)  
application in the Building & Zoning Dept.
7. ☐ Map of cross streets and road closures.
8. ☐ Proof of liquor license (if serving alcohol) -  
this requires city council approval
9. ☐ Proof of Worker's Compensation  
(for organizations with 4 or more employees)

Event Name: DIASPO COP

1. Requested Location: NORTH MIAMI STADIUM

Alternate Location (if requested location is not available): \_\_\_\_\_

2. Date: Nov Rain-Out or Alternate Date (If date requested is not available): \_\_\_\_\_

If more than one (1) day please specify: Day 1: 1-8-15-22-29 Day 2: \_\_\_\_\_

3. Actual Event Start Time: Begin: 9 End: 12

4. Set-up Date: Nov 1st Set-up Time: 9:AM

5. Breakdown Date: 1-8-15-22-29 Breakdown Completion Time: \_\_\_\_\_

6. Estimated amount of people attending: 500-1,000

7. Type of Event: check all that apply

☐ Award Show

☐ Festival

☐ Religious

☐ Community Event

☐ Fund-Raiser

☒ Sporting Event

☐ Concert / Performance

☐ Parade

☒ Other

☐ Fair / Carnival

☐ Political

CONCERTS MAX  
TWO BANDS.

Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.

8. Number of times this event has taken place in the City of North Miami: \_\_\_\_\_

9. Was this event presented in other cities? ☒ Yes ☐ No

• If yes, what cities: NORTH MIAMI

10. References:

Name: FRANZ GIERRE

Phone: 904-0519

Email: LEFRANZ@YAHOO.COM

Name: NICOLE BOYLE

Phone: 319-6495

Email: NICOLEBOYLE48@YAHOO.COM

EVENT



What type is your organization: Please check all that apply.

☒ For Profit ☐ Non Profit ☐ Governmental ☐ Neighborhood Association ☒ Other: \_\_\_\_\_

Name: DIASO ENTERTAINMENT

Address: 11854 West D. Hwy

City: Miami State: FL Zip: 33161

Phone: 786-290-6166 Fax: \_\_\_\_\_ E-Mail: amanda@diaso.com

Contact persons name: FRANK ELLERRE

Phone: (214) 940-0517 Cell: (954) 940-0517 E-Mail: frank@diaso.com

Alternate contact person: SENSE JEROME JR

Phone: (786) 229-2911 Cell: (786) 229-2911 E-Mail: SenseJerome@diaso.com

Please provide the City of North Miami with a copy of one of these identifications:

☐ Valid Florida Drivers License ☐ 501(c)(3) ☐ Business Identity.

11. Will you require road closure? ☐ Yes ☒ No

If yes, please describe what streets you want closed and the closing and opening dates / times.

• \_\_\_\_\_ Street (s) from: \_\_\_\_\_ to: \_\_\_\_\_

Closure date: \_\_\_\_\_ Time: \_\_\_\_\_

• Opening date: \_\_\_\_\_ Time: \_\_\_\_\_

12. Approximate number of vehicles anticipated: 200

A computerized map attached showing cross streets and location of proposed venue; along with staging set up and full logistical set-up must be included in your packet.

County roads require a permit from Miami-Dade County (305-375-2030). The Florida State Department of Transportation (FDOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with FDOT thirty (30) days prior to the event date. Please contact call 305-654-7163 to obtain the application for closing or use of state roads. The applicant may be required to contact residents or businesses along the closure route and have them sign a petition. Local roads will be closed with City Manager approval (Ord. 17-20).

13. Will you be securing your event with fencing? ☐ Yes ☒ No

14. Will you need trash removal? ☐ Yes ☐ No

• If yes, how many dumpsters? \_\_\_\_\_ How many pick ups? \_\_\_\_\_

Note: Hiring of City services for trash removal is required.

15. Are you requesting use of the City's Showmobile? ☒ Yes ☐ No

Use of Showmobile will require a non-waivable fee to cover cost of set up and breakdown.  
This fee cannot be waived.

16. Will you require temporary electrical work? ☒ Yes ☐ No

• If yes, please provide electricians name: ZIZINE

• Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Note: The electrician you hire needs to apply for a permit through the City of North Miami.)

17. Will you be erecting the any of the following?

	Yes	No	How Many	Size / Dimension
Tent	<input checked="" type="radio"/>	<input type="radio"/>	<u>10</u>	<u>10x10</u>
Ticket Booth	<input checked="" type="radio"/>	<input type="radio"/>	<u>1</u>	<u>LOCATED AT FACILITY</u>
Staging	<input checked="" type="radio"/>	<input type="radio"/>		
Dance Floor	<input type="radio"/>	<input checked="" type="radio"/>		
Other Temporary Structure	<input type="radio"/>	<input checked="" type="radio"/>		

*Note: Tent permits are required for tents larger than 10' x 10'.*

*(Please include these items on your site map and provide the City a detailed floor plan for the event.)*

18. Will your event include any of the following?

☐ Fireworks NA ☐ Games for children NA ☐ Mechanical / Amusement Rides NA

• If yes, please provide a detailed description: None

• Company Name: \_\_\_\_\_

• Insurance Carrier: \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note: All amusement rides must be approved by the state. All carnival, amusement or carnival type events shall provide the required insurance policy or policies as stipulates by the City of North Miami and must get proper permits from the City's Building and Zoning department.**

19. Will music be played? ☒ Yes ☐ No If yes, what type?

Name of Sound Company: ZIPZINE

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Foul language, offensive materials, strippers, erotic dancers or lewd or lascivious behavior is PROHIBITED.)**

20. List the beverages to be served:

Water, ~~alcohol~~, sodas, soft drinks

**(Note: Beverages must be dispensed in soft containers. No glass containers or cans allowed.)**

21. Will alcohol be served? ☐ Yes ☒ No

If yes, what type: \_\_\_\_\_

**Sale and/or distribution of alcoholic beverages including beer and wine must be approved by the City Council. Upon approval, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. Contact the County office at 305.470.6783 for instructions on obtaining this License.**

22. Will Food be served? Yes ☐ No ☐ If yes, what type? \_\_\_\_\_



Please note: Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Department of Business and Professional Regulation (Form DBPR HR-7029, Division of Hotels and Restaurant Application for Temporary Event Vendor License). Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable standards. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.

**CONCESSIONAIRE RIGHTS:** Licensee shall have exclusive concessionaire rights within the permitted area.

**23. You are required to hire City of North Miami police for your event.**

The police Department determines how to staff the event with off-duty officers for crowd, traffic or other public safety concerns. The police department will inform you of the number of officers needed. Staffing is larger for events that serve alcohol and/or close roadways. Any event at a City facility that runs after 11:00 p.m. will require police. PLEASE CALL 305-891-0294 for more information on off-duty officers.

**24. You may be required to hire EMS to be on-site at your event.**

The City of North Miami Special Events Supervisor will advise you accordingly.

**Prior to the commencement of any event, the City of North Miami requires organizers of the special event to provide the City with a valid certificate of insurance showing:**

**General Liability Insurance:** \$1,000,000 minimum combined single limit for bodily injury and property damage.

**Liquor Liability Insurance:** \$1,000,000 minimum limit, if alcoholic beverages are being served or sold at the event.

**Workers' Compensation** Statutory coverage.

**Employers' Liability:** \$500,000 / accident / disease / policy limit.

**Proof of workers' compensation coverage is required from employers with four (4) or more employees.**

- All Certificates of Insurance shall include a description of the special event, event location and event date(s).
- All liability policies shall be issued by an "A" rated or better insurance carrier, endorsed by A & M Best and authorized to transact business in the State of Florida.
- **The City of North Miami must be named additional insured on all liability policies.**
- The issuing insurer shall endeavor to notify the City of any policy cancellation by mailing 10 days written notice to the City prior to issuance of a cancellation notice.
- All special event organizers shall indemnify and save the City harmless from any and all claims, suits, actions, damages or causes of action arising as a result of the special event.

**Sign here to verify you have read the entire event application and conditions.**

Print Name

Signature

Date

revised 9/12/13 aar

**\*PLEASE NOTE\***

**Forms 1 - 4 are mandatory upon submission of application.**

**Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.**





### Rental Fee Waiver Request Form

Today's Date: 08/15/15

#### Facility Requested:

- |  |  |
|--|--|
| <input type="checkbox"/> Sunkist Grove Community Center (Capacity 100) | <input type="checkbox"/> Griffing Community Center (capacity 75)           |
| <input type="checkbox"/> Keystone Center (Capacity 45)                 | <input type="checkbox"/> Griffing Park                                     |
| <input type="checkbox"/> Gwen Margolis Community Center (Capacity 200) | <input checked="" type="checkbox"/> North Miami Athletic Stadium           |
| <input type="checkbox"/> Judson Community Center (Capacity 40)         | <input checked="" type="checkbox"/> Showmobile                             |
| <input type="checkbox"/> Enchanted Forest Elaine Gordon Park           | <input type="checkbox"/> Portable Bleachers                                |
| <input type="checkbox"/> Cagni Gymnasium (Capacity 200)                | <input type="checkbox"/> Joe Celestin Center (Capacity Multi 70 / Gym 250) |

**Fee Waiver Charge \$250.00 for Stadium and JCC Gym / \$100 for all other facilities.**

**Any Renters, who have fees waived, full or partial, are still required to fill out a rental contract and pay the security deposit designated for the specific facility.**

Requesting Party: DIASPO. ENTERTAINMENT Date Requested: 1-8-15-22-29 1/20  
Person Responsible for Event: ROLAND JEROME Email: COACHROLAND@yahoo.com  
Time of Event: Begin 9 AM am/pm End 1:00 am/pm Set up Time: 8 AM am/pm -        am / pm  
Address: 11854 W. S. HWY City: MIAMI, FL Zip: 33161  
Home Phone: (786) 290-6166 Work Phone: (786) 290-6166 Cell Number: (786) 290-6166  
Is the Organization in or does it serve the City of North Miami: ☒ Yes ☐ No  
Background: WE HAVE BEEN IN CITY 10 YEARS

#### For Parks and Recreation Use Only

Current Rental Fees: \$ _____	Equipment: \$ _____
Cost: \$ _____	Overhead and Administration: \$ _____
Labor: \$ _____	Contractual/Other Reimbursement: \$ _____
Recommendations: <u>See City Manager</u>	

#### Please check for availability first

Date Available? ☒ Yes ☐ No

Name of staff confirming availability: ERNIE RAMOS

Recreation Supervisor [Signature]

Date 8/14/15

☒ Approved ☐ Not Approved

Parks and Recreation Manager [Signature]

Date 8/17/15

☒ Approved ☐ Not Approved

#### For City Manager's Office Use Only

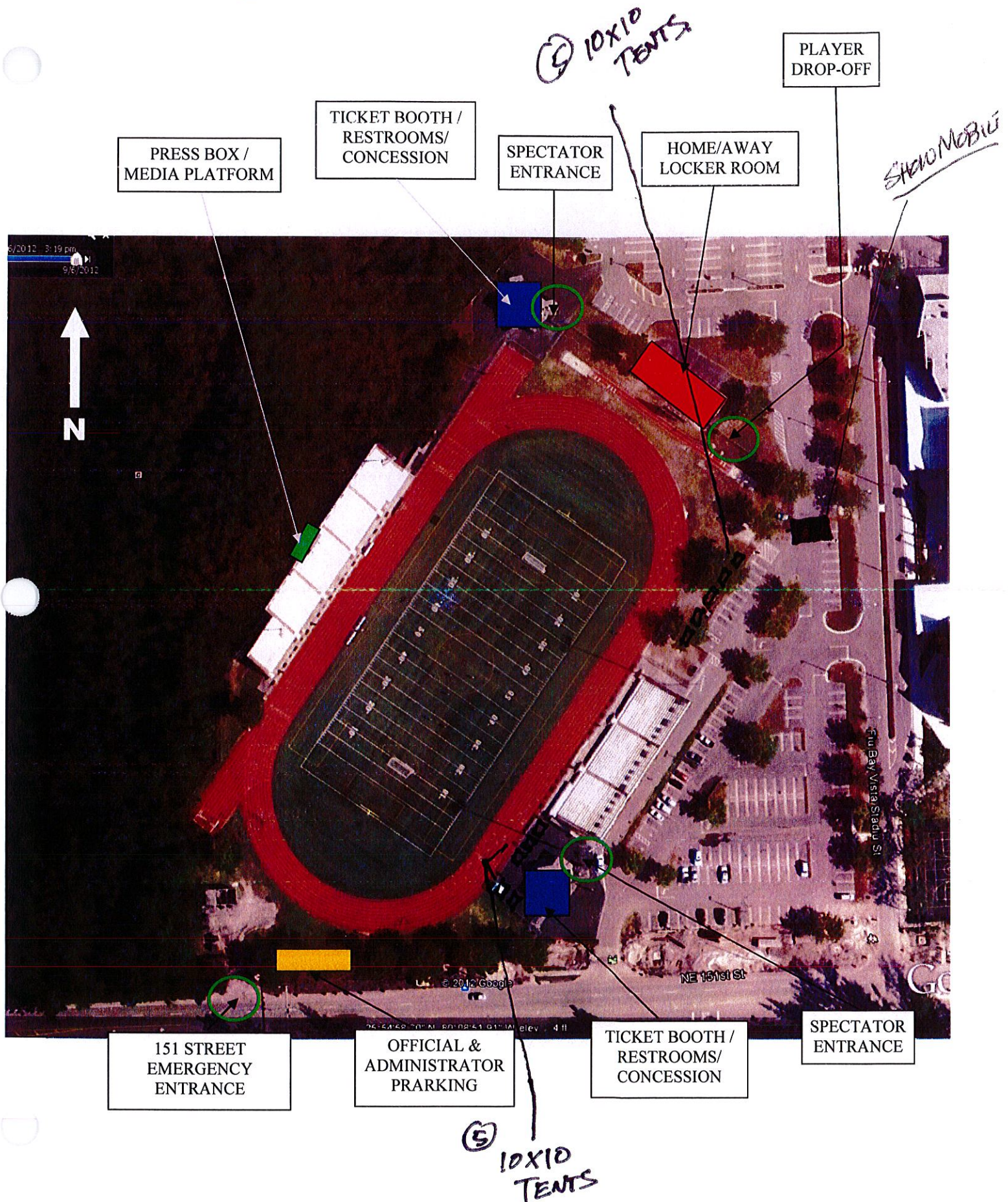
Date Waiver Approved:        /        /        Approved By:         
Full Waiver Approved:        Yes        No Partial Waiver Approved:        Yes        No  
If partial waiver, amount waived \$        amount to be paid \$         
City of North Miami contact person:  
Name:        ext.        E-mail address:       

**PLEASE RETURN FORM TO PARKS AND RECREATION DEPARTMENT**

12300 NE 8 Avenue, North Miami, FL 33161  
(305) 895-9840



# DIASPO CUP 2015





## Permit Contract

**City of North Miami**

12300 NE 8 Avenue

North Miami, FL 33161

Phone: (305) 895-9840

FAX: (305) 892-8639

Email: recreation@northmiamifl.gov

**Permit #3711, Approved**

Aug 13, 2015 4:05 PM

**Company:** Diaspo

1359 NE 127 Street #209

North Miami Beach, FL 33162

Customer Type: Commercial

Prepared By: Shenell Cooper

**Agent:** Roland Jerome

Home: (786) 290-6166

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$0	\$0	\$0	\$0	\$500.00	\$0	(\$500.00)	\$0	\$0

**RESERVATIONS**

Event	Resource	Center	Notes
Diaspo Cup Type: Soccer Attend/Qty: 200	Stadium North Miami Field	NORTH MIAMI ATHLETIC STADIUM 2555 NE 151 Street North Miami, FL 33181 (305) 895-9840x2452	--

Day	Days Requested Date	Event Begins	Duration	Event Ends	Notes
Sunday	Nov 1, 2015	4:00 PM	8 hours	Nov 2, 2015 at 12:00 AM	
Sunday	Nov 8, 2015	4:00 PM	8 hours	Nov 9, 2015 at 12:00 AM	
Sunday	Nov 15, 2015	4:00 PM	8 hours	Nov 16, 2015 at 12:00 AM	
Sunday	Nov 22, 2015	4:00 PM	8 hours	Nov 23, 2015 at 12:00 AM	
Sunday	Nov 29, 2015	4:00 PM	8 hours	Nov 30, 2015 at 12:00 AM	
Summary					Notes
Total Number of Dates: 5					--
Total Time: 40 hours					

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Deposit	Diaspo Cup #3711 Stadium North Miami Field	\$500.00	\$0	\$500.00	\$0	\$0

**Payments and Refunds**

Payment #	Date	Charge Description	Amount	Refund
1025845.002	Aug 13, 2015	Deposit Stadium North Miami Field Diaspo Cup #3711	\$500.00	

**City of North Miami**

12300 NE 8 Avenue

North Miami, FL 33161

Phone: (305) 895-9840

FAX: (305) 892-8639

Email: recreation@northmiamifl.gov

**Receipt #1025845.002**

Aug 13, 2015 4:05 PM



ROLAND JEROME

1359 NE 127 STREET #209

NORTH MIAMI BEACH, FL 33162

Prepared By: Shenell Cooper

Customer ID: 4303

Home phone: (786) 290-6166, Work phone: --

**Payment Summary**

Check:	\$500.00	Check # 3659	Cash:	\$0
Credit Card:	\$0		Memo:	\$0
Account:	\$0		Gift Card:	\$0
Financial Aid:	\$0			
<b>Total Received:</b>	<b>\$500.00</b>		<b>Total Payments:</b>	<b>\$500.00</b>
			Payment Plan:	\$0

**Transactions**

Customer	Description	Item	Unit	Qty	Fee	Charge
<b>Roland Jerome</b> 1359 NE 127 Street #209 North Miami Beach, FL 33162 Home phone: (786) 290-6166 Email: -- ID: 4303 For: Diaspo	Created Permits #3711 <b>Action:</b> Permit Permit # 3711					
<b>Roland Jerome</b> 1359 NE 127 Street #209 North Miami Beach, FL 33162 Home phone: (786) 290-6166 Email: -- ID: 4303 For: Diaspo	Diaspo Cup #3711 <b>Action:</b> Paid on Account Balance <sup>1</sup> Location: Stadium North Miami Field at NORTH MIAMI ATHLETIC STADIUM Permit # 3711	Deposit	Each			\$500.00

**Total Charges** \$500.00**Total Payments** \$500.00**Balance** \$0**<sup>1</sup> Payment Schedule for Original Balance of \$0**

Due Date	Amount Due	Amount Paid	Unpaid Amount	Adjustment	Balance
			<b>Current Balance</b>		\$0
			<b>Due Now</b>		\$0



CITY OF NORTH MIAMI  
DEPARTMENT OF PARKS AND RECREATION  
776 N.E. 125 STREET  
NORTH MIAMI, FLORIDA 33161

NO 68845

\$ 500.00 DATE 7/20/2015

RECEIVED FROM Roland - Diaspo Cup  
Five Hundred DOLLARS

- |  |  |
|--|--|
| <input type="checkbox"/> TENNIS MEMBERSHIP   | <input checked="" type="checkbox"/> RENTAL FEES NM Athletic Hall |
| <input type="checkbox"/> SWIMMING MEMBERSHIP | <input type="checkbox"/> GYMNASTICS                              |
| <input type="checkbox"/> GRIFFING DUES       | <input type="checkbox"/> CAMPS                                   |
| <input type="checkbox"/> SPORTS              | <input type="checkbox"/> AFTER-SCHOOL                            |
| <input type="checkbox"/> OTHER               |  |

Nov 1st, 8th, 15th, 22nd, 29th 2015

deposit

☐ CASH

☒ CHECK OR M.O. 3659



BY Shenell Cooper

TITLE

**RESOLUTION NO. R-2012-133**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, REVISING UNIFORM PROCEDURES AND GUIDELINES FOR AWARD OF GRANTS, DONATIONS AND/OR PURCHASING TICKETS, USE OF CITY EQUIPMENT AND SERVICES, USE OF CITY OWNED FACILITIES, AND USE OF THE CITY SHOWMOBILE; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.**

**WHEREAS**, the Mayor and City Council adopted Resolution 86-9, revising the rules governing the use of the Showmobile; and

**WHEREAS**, the Mayor and City Council adopted Resolution No. 99-40, adopting procedures and guidelines for the award of grants or fee waivers regarding unbudgeted funds; and

**WHEREAS**, the Mayor and City Council adopted Resolution No. 2003-2, adopting procedures and guidelines for the use of the City's community centers, and subsequently amended the Resolution by adopting Resolution No. 2003-6; and

**WHEREAS**, the Mayor and City Council adopted Resolution No. 2010-33, adopting procedures and guidelines for the award of grants or fee waivers, use of City owned facilities including the Showmobile; and

**WHEREAS**, since the passage of Resolution 2010-33, questions arose regarding the application of the guidelines and the use of City resources that were not clearly addressed in the resolution; and

**WHEREAS**, the City administration is recommending the adoption of the revised procedures and guidelines for award of grants, donations and/or purchasing tickets, use of City equipment and services, use of City owned facilities and services, and use of the city showmobile in four (4) distinct sections as follows:

Awarding Grants, Donations and/or Purchasing Tickets (Exhibit "A")

Use of City Equipment and Services (Exhibit "B")

Use of City Facilities (Exhibit "C")

Use of City Showmobile (Exhibit "D")



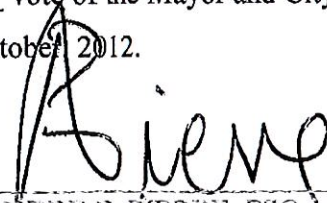
**NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1. Recitals.** The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.


**Section 1. Adoption of procedures and guidelines.** The Mayor and City Council of the City of North Miami, Florida, hereby adopt the revised uniform procedures and guidelines for the award of grants, donations and/or purchasing tickets, use of City equipment and services, use of City owned facilities, and use of the City showmobile in substantially the attached form. A copy of said uniform procedures and guidelines is attached hereto as "Exhibits A through D".

**Section 2. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by a 4-1 vote of the Mayor and City Council of the City of North Miami, Florida, this 23 day of October 2012.

  
ANDRE D. PIERRE, ESQ.  
MAYOR

ATTEST.

  
MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
REGINE M. MONESTIME  
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Councilman Blynn

Seconded by: Councilman Marcellus

**Vote:**

Mayor Andre D. Pierre, Esq.	<u>  x  </u>	(Yes)	<u>      </u>	(No)
Vice Mayor Marie Erlande Steril	<u>  x  </u>	(Yes)	<u>      </u>	(No)
Councilperson Michael R. Blynn, Esq.	<u>  x  </u>	(Yes)	<u>      </u>	(No)
Councilperson Scott Galvin	<u>      </u>	(Yes)	<u>  x  </u>	(No)
Councilperson Jean R. Marcellus	<u>  x  </u>	(Yes)	<u>      </u>	(No)



## **EXHIBIT B**

### **Fee Waiver Guidelines for Use of City Equipment and Services**

Fees charged for the use of City equipment and/or staff may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

#### **1) Intergovernmental Cooperation**

- ☐ Fees may be waived for equipment and/or staff when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions.

#### **2) Department Sponsored Program**

Fees may be waived for equipment and/or staff when the Parks & Recreation Department is a sponsor. The City Manager may choose to waive the fee for equipment and/or staff if he/she determines that the following criteria are met:

- ☐ The co-sponsoring organization is a valid non-profit or community service organization;
- ☐ Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.

#### **3) Non-Profit and For Profit Organizations**

The City Manager may waive equipment and/or staff fees for a non-profit agency or community service organization if he/she determines that all of the following criteria are met:

- ☐ The organization is a currently active, valid non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- ☐ The activity is of significant value to the community or its residents;
- ☐ The organization is in compliance with the City's non-discrimination policy;
- ☐ The City Manager determines that the proposed activity will have no significant impact on departmental activities, the organization will provide volunteer services and/or materials to mitigate any financial impacts created by the activity or the impacts that are created will be adequately offset by the public benefit provided; and
- ☐ If a fee is charged at the activity, the City Manager will determine if proceeds will be paid to the City to offset department costs.

**For all uses, the following standards will apply:**

- ☐ The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;

**EXHIBIT B** (cont'd.)

- ☐ A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- ☐ An indemnification and hold harmless agreement waiving liability of the City;
- ☐ Scheduling and use of facilities and events are subject to availability of requested facilities;
- ☐ Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- ☐ Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- ☐ The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- ☐ The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager; and
- ☐ The City Manager may, at his/her discretion, place conditions on the use to minimize impacts to facilities or costs to the City (i.e., staff) or to restore facilities used to a pre-use condition.

**Security Deposit**

The City Manager may require a refundable security deposit, even for uses which fees have been waived.

**Appeals**

All decisions of the City Manager may be appealed to the City Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

**This is to certify that \_\_\_\_\_ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of City Equipment and Services and in accordance with North Miami Resolution R-2012-133.**

\_\_\_\_\_  
Aleem A. Ghany, City Manager

\_\_\_\_\_  
Date

Adopted October 23, 2012



**EXHIBIT D**

**Fee Waiver Guidelines for Use of the City Showmobile**

Fees charged for the use of the Showmobile may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

**1) Intergovernmental Cooperation**

- ☐ Fees may be waived for the Showmobile when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions; and
- ☐ The Showmobile may be used by an adjoining and contiguous municipality provided the use is for a city event/activity.

**2) Department Sponsored Program**

Fees may be waived for the Showmobile when the activity is sponsored by the Parks & Recreation Department. The City Manager may choose to waive the fee if it is determined that the following criteria are met:

- ☐ The co-sponsoring organization is a currently active, valid non-profit or community service organization;
- ☐ Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.

**3) Non-Profit and For Profit Organizations**

The City Manager may waive the Showmobile fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:

- ☐ The organization is a currently active, valid, non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- ☐ The activity/event is of significant value to the community or its residents;
- ☐ The organization is in compliance with the City's non-discrimination policy;
- ☐ The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
- ☒ If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

**EXHIBIT D (cont'd.)**

**For all uses, the following standards will apply:**

- ☐ The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- ☐ A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- ☐ An indemnification and hold harmless agreement waiving liability of the City;
- ☐ Scheduling and use of facilities and events are subject to availability of requested facilities;
- ☐ Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- ☐ Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- ☐ The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- ☐ The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager;
- ☐ Except as provided above, use of the Showmobile is restricted to City of North Miami city limits unless approved by City Council;
- ☐ Only trained City personnel will be allowed to transport and operate the Showmobile; and
- ☐ The City Manager may, at his/her discretion, place conditions on use of the Showmobile to minimize the financial impact to the City.

**Security Deposit**

The City Manager may require a refundable security deposit, even for uses which fees have been waived.

**Appeals**

All decisions of the City Manager may be appealed to the City Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

**This is to certify that \_\_\_\_\_ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of the City Showmobile and in accordance with North Miami Resolution R-2012-133.**



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Aleem A. Ghany, City Manager

Date

786-290-6166

Diaspora Cup

We Request to BE in  
THE Meeting August 25  
2015  
~~mmmm~~

it is A SOCCER EVENT  
TAKING PLACE AT F.O.I.U  
ATHLETIC STADIUM

ON NOVEMBER 15  
NOVEMBER 8  
NOVEMBER 15  
NOVEMBER 22  
NOVEMBER 29



Thank you very much  
Coach Poland JE ROME  
Duhon